EXERCISE 2: FAMILY STATUS CHANGE EVENT (FSC)

When a job action of 'Family Status Change' is entered in Job Data, a Family Status Change (FSC) event is created in Benefits Administration. A Family Status Change includes events such as marriage, divorce, birth, adoption, etc. Ben Admin will only list the benefits that the employee is eligible to elect as a result of the FSC. Before you can process the event, it needs to be assigned to your schedule. This is a centralized activity that automatically runs every half hour.

Note: this is a Job Action that is used exclusively for Benefits Administration.

STEP 1: VERIFY PROCESS STATUS

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a FSC event, enter FSC in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. Validate Process Status. It should be Assigned (AS).
4. Validate Benefit Program assignment (PGM) (for example, if it is a permanent employee SA1, temporary employee SA3).

STEP 2: PREPARE OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

1. Enter your Run Control ID (business unit followed by EM)
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only"
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.
9. When the process finishes (Success), press "Go Back to Run Automated Event Processing" to take you back to Ben Admin.

STEP 3: VERIFY PROCESS STATUS

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a FSC, enter FSC in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. The Process Status for your FSC event should now be Prepared. This means that benefits can now be elected.

STEP 4: PRODUCE ENROLLMENT STATEMENT

Navigation: Benefits>Manage Automated Enrollment>Participant Enrollment>Print Enrollment Statements

1. Enter your Run Control ID. This can be the same ID as you used for the Ben Admin process.
2. Enter your Schedule ID in the Schedule ID field.
3. Leave the Emplid field blank. This will produce Enrollment Statements for all employees within your schedule who are Prepared, but not Notified.
4. Press the Run button to take you to the Process Scheduler.
5. Make sure that **Type = Web,** and **Format = PDF.**
6. Press OK to begin the process. After you press OK, you will be taken back to the Run Control page.
7. Press "Process Monitor" to view the status of the process.
8. When the process has finished successfully, press "Details" then "View log/trace" to find and select the .PDF file. Doing so will launch Acrobat where you can view and print the Enrollment Statement.

Note: this Enrollment Statement does NOT replace the usual PERS or other provider forms. It will be used by you as a data entry tool. You may choose to transfer employee elections from those forms onto the Enrollment Statement for ease of data entry.

STEP 5: ELECT OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry

1. Enter your Schedule ID.
2. Enter the Emplid for your FSC employee and press Search.
3. This will take you to the Option Election page. Enter the Option Code for each of the plan types, or use the look-up to find the appropriate option. You will only see eligible options that are allowed for the FSC.
4. Make sure to enter coverage amounts for the Life, Savings, and FSA plans.

5. If you elect a different coverage for medical, dental, or vision, you can go to the Dependents/Beneficiaries tab and add/enroll/remove dependents.
6. After you have finished with your elections, make sure to press Save.
7. The event Process Status will now change to Entered (ET).

STEP 6: FINALIZE/ENROLL

Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

1. Enter your Run Control ID.
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only"
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.
9. When the process finishes (Success), press "Go Back to Run Automated Event Processing" to take you back to Ben Admin.

STEP 7: VERIFY FINALIZED EVENT

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a FSC event, enter FSC in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. The Process Status for your FSC event should now be Enrolled and the Event Status is Closed.
4. If you have a Process Status of Elect Error (EE), you will need to view Messages to see what the problem is:

Navigation: Benefits>Manage Automated Enrollment>Review Processing Results>Processing Messages

5. If there is an Election Error, you will need to correct the error by going back to the Election Entry page. Once you fix the problem, you will need to rerun the Ben Admin process by going back to **Run Automated Event Processing.**

6. If you have no errors, and the event is closed, then the employee is enrolled in the benefit plan(s).

STEP 8: VERIFY BENEFIT PLAN ENROLLMENT

Navigation: Benefits>Enroll in Benefits (Health Plans, Life and ADD, FSA Plans, etc.)

1. The purpose of this step is to verify that the employee is enrolled into the benefit plan(s). You will not change anything here.
2. For each of the plan types where there was an election, you should see an enrollment record.
   a. Plan type
   b. Coverage begin date
   c. Deduction begin date.
   d. Coverage Election = Elect
   e. Benefit Plan = Plan Elected
   f. Coverage Code = Coverage elected
   g. Amounts for Life, or FSA will be the amounts elected.
   h. Enrolled dependents where appropriate.

Questions or problems, contact the ITD Service Desk at 328-4470 or itdservicedesk@nd.gov